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2024 Budget Timetable

Action	Deadlines
Capital Budget Forecast & Template: Finance to provide 10 year Capital Plan and templates to Department Heads to be completed and returned to Finance. Operating Budget Report & Working Papers: Finance to provide Operating Budget working papers to Department Heads, Library Board and BIA for completion.	August 31, 2023
Completed 2024 Capital Budget & updated 10 year Capital Plan: The 2024 Capital Budget and 10 year updated Capital Plan to be submitted to the Director of Finance, from each Department Head, by the deadline. This shall include consideration of Master Plans, Studies, Development Charges, Policies, Current Asset Replacement Policy, By-Laws and the Asset Management Plan. Completed 2024 Operating Budget & worksheets: Budget to be submitted to the Director of Finance, from each Department Head, by the deadline. The Operating budget includes both the Budget Report containing proposed budget values and working papers which are to be forwarded to Director of Finance by each Department Head by the deadline. The working papers include details of contracted services, vehicle maintenance, staffing compliment, employee training/conferences, etc.	September 30, 2023
CAO & Director of Finance Internal Review of Capital and Operating Budgets submitted by: Department Heads, Library, Boards, BIA Committee & PUSI (Meetings will be scheduled upon request and/or if needed for further information/clarification)	October 16, 2023 to October 31, 2023
CAO, Director of Finance review with Mayor the Capital and Operating Budgets Meetings may be scheduled if needed for further information/clarification	November 1, 2023 to November 10, 2023

1st Draft Operating & Capital Budget (estimated) Presentation to Council: ☐ 1st Draft Operating, Capital and Water & Wastewater Budgets (Estimated Costs) presented to Council ☐ Updated 2024 Tax Rate summary based on estimated Current Value Assessment ☐ 2024 Tax Rate increase estimate presented to Council and value of investment in Capital and Operating ☐ Municipal Wage Grid Indexing, CPI index up to September	Special Budget Meeting Thursday December 7, 2023 9:00 a.m. – 3:00 p.m.
Council Review & Comment(s): Council review of the 1st Draft Operating & Capital Budgets and provide comment(s) to the CAO and Director of Finance.	December 8, 2023 to January 5, 2024
Meetings with CAO & Director of Finance: Council members may schedule a meeting for further clarification/review with the CAO & Director of Finance, upon request.	January 8, 2024 to January 12, 2024
2nd Draft Operating & Capital Budget Presentation to Council: ☐ Review of 2nd Draft Operating, Capital and Water & Wastewater Budgets, containing amendments from 1st draft budgets if applicable. ☐ Review BIA & Library Requisitions ☐ Evaluate affordability, service levels and needs ☐ The public are welcome to attend 2024 Tax Rate Summary: ☐ Updated 2024 Tax Rate Summary based on MPAC released Total Current Value Assessment data (Dec. 12, 2023).	Special Budget Meeting Thursday January 25, 2024 1:00 p.m. – 4:00 p.m.
2nd Draft Operating & Capital Budget, for Public Comment: ☐ 2nd Draft of the 2024 Operating, Capital and Water & Wastewater Budgets, as presented to Council, will be open for public comment ☐ The public are welcome to attend and comment	Special Budget Meeting (for Public Comment) Thursday January 25, 2024 @ 6:00 p.m.
Final Operating & Capital Budget Meeting: ☐ Presentation and approval of the Municipal Operating and Capital Budgets and the Water & Wastewater Operating and Capital Budgets	Regular Council Meeting (Final Budget Approval) Tuesday February 20, 2024 @ 1:00 p.m.